

# **SiteManager** **Training Manual**



Module A  
Chapter 2

**Contract Administration**  
**Contract Records**  
**Contract Authority**

Section A-1-2-7-1

## **Assigning Contract Authority to a User**

Student's Version

Indiana Department of Transportation  
December 2007, Version 3.7b

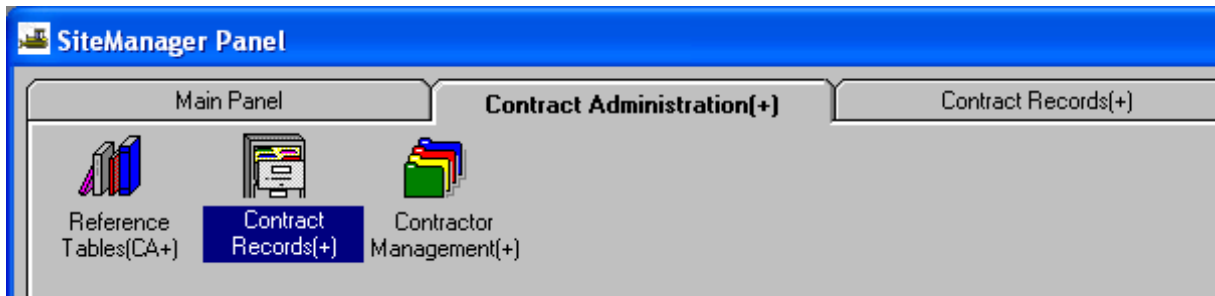
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# Assigning Contract Authority to a User

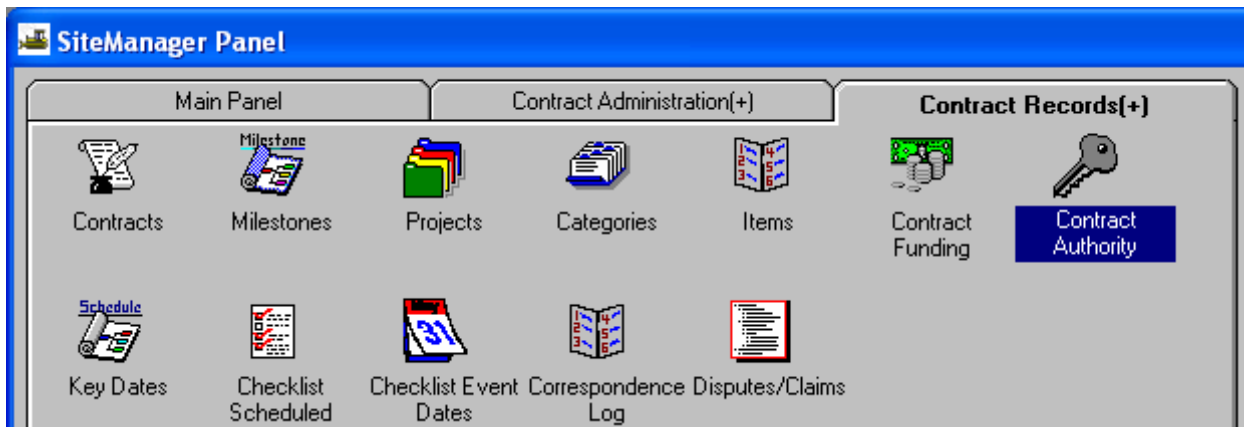
This document will explain how to add, and view, a user's Authority to a specific contract. The Contract Authority panel displays the users, office levels, office-wide access indicator, and user group assignments.



“Double-click” on the **Contract Administration (+)** icon located on the Main Panel.



“Double-click” on **Contract Records (+)**.



“Double-click” on **Contract Authority**.

## Adding contract authority to a User

**AASHTO SiteManager**

File Services Window Help

**Contract Authority**

**User Identification**

User ID	User Name	CO	DO	AE	Active
d90hfly	Fly, Hyrum D.	No	660		<input checked="" type="checkbox"/>
d90hston	Stone, Hurley	No	660		<input checked="" type="checkbox"/>
d90lgree	Greene, Jade	No	660		<input checked="" type="checkbox"/>
d90lques	Quest, John	No	630		<input checked="" type="checkbox"/>
d90lexce	Excel, Lynn	No	610		<input checked="" type="checkbox"/>
d90mfund	Funds, Mona	No	610		<input checked="" type="checkbox"/>
d90mgrea	Great, Magnus D.	No	650		<input checked="" type="checkbox"/>
d90mscen	Scense, Mac	No	620		<input checked="" type="checkbox"/>
d90pes	Project Engineer/Supervisor	Yes			<input checked="" type="checkbox"/>

**Contract Authority Assignment**

Group Description	Office-wide Access	Contract Id	Contract Description	Authority Start Date	Authority End Dt
SiteManager Inquiry Group	<input type="checkbox"/>	R -90011	INTERSECTION IMPROVEMENT AND TRAFFIC	5/19/2007 11:45:	
Certified Testing Tech, Server	<input checked="" type="checkbox"/>	R -90011	INTERSECTION IMPROVEMENT AND TRAFFIC	5/19/2007 11:45:	

The **Contract Authority** window appears. Use the Find, Filter or Sort functions to locate the appropriate User ID or User Name.

“Click” on the appropriate **User ID** or **User Name** of the person that is to be added to a contract.

The contract and user group assigned to the person selected appears in the bottom panel.

**Group Description:** The **Group Description** contains all the current user's active group assignments.

**Office-wide Access:** The **Office-wide Access** checkbox indicates whether the user has access to all of the Contracts within a set area.

**Contract ID:** The **Contract ID** indicates the particular contract the user has access to.

**Contract Description:** **Contract Description** is the description of the contract, when a user is assigned rights. It is automatically populated.

**Authority Start Date:** The **Authority Start Date** is the date when a user is assigned rights. It is automatically populated.

**Authority End Date:** The **Authority End Date** is the date when a user is removed from a contract it is automatically populated.

User ID	User Name	CO	DO	AE	Active
d90hfly	Fly, Hyrum D.	No	660		✓
d90hston	Stone, Hurley	No	660		✓
d90lgree	Greene, Jade	No	660		✓
d90lques	Quest, John	No	630		✓
d90lexce	Excel, Lynn	No	610		✓
d90mfund	Funds, Mona	No	610		✓
d90mgrea	Great, Magnus D.	No	650		✓
d90mscen	Scense, Mac	No	620		✓
d90pes	Project Engineer/Supervisor	Yes			✓

Group Description	Office-wide Access	Contract Id	Contract Description	Authority Start Date	Authority End Dt
SiteManager Inquiry Group	<input type="checkbox"/>	R -90011	INTERSECTION IMPROVEMENT AND TRAFFIC	5/19/2007 11:45:	
Certified Testing Tech, Server	<input type="checkbox"/>	R -90011	INTERSECTION IMPROVEMENT AND TRAFFIC	5/19/2007 11:45:	

“Click” on the **New**  button located on the toolbar.

Group Description	Contract Id	Contract Description	Authority Start Date
Certified Testing Tech, Server			

The **New Contract Group Authority** window appears.

“Click” on the appropriate **Group Description** for the user from the drop-down list.

NOTE: that only the Groups that have user rights will appear.

Group Description	Contract Id	Contract Description	Authority Start Date
Certified Testing Tech, Server			

The **Contract ID** can be searched by “right-clicking” in the **Contract ID** field.  
“Click” on **Search**.

Contract ID	Vendor ID	Fed State Proj Nbr	Status	County	Lvl 2
dea29453	99-9999966	0501242	ACTV	C006	610
dea90004	99-9999966	STP 3387005	ACTV	C087	660
MT-DOCS	00-0000000	MT_DOCS	ACTV	C094	900
R -90001	99-9999999	STP 3387005	ACTV	C087	660
R -90002	99-9999988	STP 3387005	ACTV	C087	660
R -90003	99-9999977	STP 3387005	ACTV	C087	660
R -90004	99-9999966	STP 3387005	ACTV	C087	660
R -90005	99-9999955	STP 3387005	PEND	C087	660

OK Cancel

Use the Find, Filter or Sort functions to locate the appropriate contract.  
 “Double-click” on the appropriate **Contract ID**.

Group Description	Contract Id	Contract Description	Authority Start Date
Certified Testing Tech, Server	R -90001	ON SR 261 AT OAK GROVE/CASEY/FUGUAY RD	

Save Cancel

“Click” the **Save** button located on the bottom toolbar.

**AASHTO SiteManager**

File Services Window Help

**Contract Authority**


**User Identification**

User ID	User Name	CO	DO	AE	Active
d90hfly	Fly, Hyrum D.	No	660		<input checked="" type="checkbox"/>
d90hston	Stone, Hurley	No	660		<input checked="" type="checkbox"/>
d90igree	Greene, Jade	No	660		<input checked="" type="checkbox"/>
d90iques	Quest, John	No	630		<input checked="" type="checkbox"/>
d90lexce	Excel, Lynn	No	610		<input checked="" type="checkbox"/>
d90mfund	Funds, Mona	No	610		<input checked="" type="checkbox"/>
d90mgrea	Great, Magnus D.	No	650		<input checked="" type="checkbox"/>
d90mscen	Scense, Mac	No	620		<input checked="" type="checkbox"/>
d90pes	Project Engineer/Supervisor	Yes			<input checked="" type="checkbox"/>

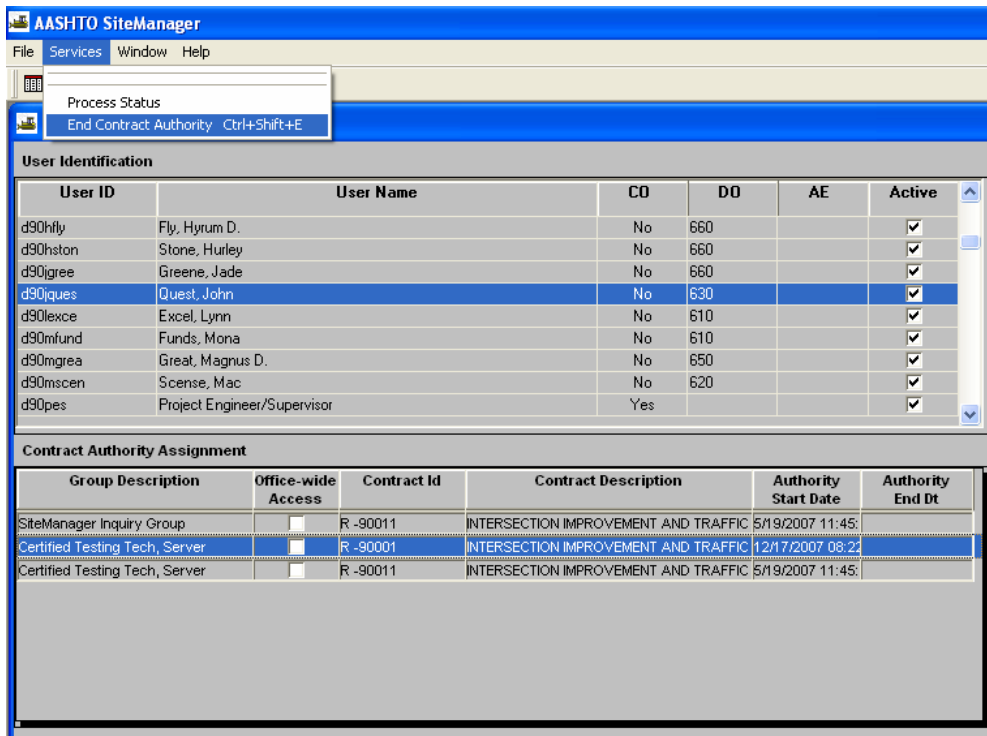
**Contract Authority Assignment**

Group Description	Office-wide Access	Contract Id	Contract Description	Authority Start Date	Authority End Dt
SiteManager Inquiry Group	<input type="checkbox"/>	R -90011	INTERSECTION IMPROVEMENT AND TRAFFIC	5/19/2007 11:45:	
Certified Testing Tech, Server	<input checked="" type="checkbox"/>	R -90001	INTERSECTION IMPROVEMENT AND TRAFFIC	12/17/2007 08:22	
Certified Testing Tech, Server	<input type="checkbox"/>	R -90011	INTERSECTION IMPROVEMENT AND TRAFFIC	5/19/2007 11:45:	

The new user group assignment appears in the **Contract Authority** Assignment panel with the current date and time automatically filled out in the **Authority State Date** field.

“Click the **Close**  button located on the toolbar to exit the window.

# Removing Contract Authority from a User



Use the Find, Filter or Sort functions to locate the appropriate **User ID** or **User Name**.

“Click” on the appropriate **User ID**.

In the **Contract Authority Assignment** panel.

“Click” on the appropriate **Group Description** associated to the appropriate **Contract ID** whose authority will be ended.

“Click” on **Services** button located on the menu bar.

“Click” on **End Contract Authority**.



**AASHTO SiteManager**

File Services Window Help

**Contract Authority**

**User Identification**

User ID	User Name	CO	DO	AE	Active
d90hfly	Fly, Hyrum D.	No	660		<input checked="" type="checkbox"/>
d90hston	Stone, Hurley	No	660		<input checked="" type="checkbox"/>
d90igree	Greene, Jade	No	660		<input checked="" type="checkbox"/>
d90iques	Quest, John	No	630		<input checked="" type="checkbox"/>
d90lexce	Excel, Lynn	No	610		<input checked="" type="checkbox"/>
d90mfund	Funds, Mona	No	610		<input checked="" type="checkbox"/>
d90mgrea	Great, Magnus D.	No	650		<input checked="" type="checkbox"/>
d90mscen	Scense, Mac	No	620		<input checked="" type="checkbox"/>
d90pes	Project Engineer/Supervisor	Yes			<input checked="" type="checkbox"/>

**Contract Authority Assignment**

Group Description	Office-wide Access	Contract Id	Contract Description	Authority Start Date	Authority End Dt
SiteManager Inquiry Group	<input type="checkbox"/>	R -90011	INTERSECTION IMPROVEMENT AND TRAFFIC	5/19/2007 11:45:	
Certified Testing Tech, Server	<input type="checkbox"/>	R -90011	INTERSECTION IMPROVEMENT AND TRAFFIC	5/19/2007 11:45:	
Certified Testing Tech, Server	<input checked="" type="checkbox"/>	R -90001	INTERSECTION IMPROVEMENT AND TRAFFIC	12/17/2007 08:22	12/17/2007 08:25

The current date will appear in the **Authority End Dt** field in the **Contract Authority Assignment** panel.

“Click” the **Close**  button located on the toolbar to exit this window.

## To view contract Authority

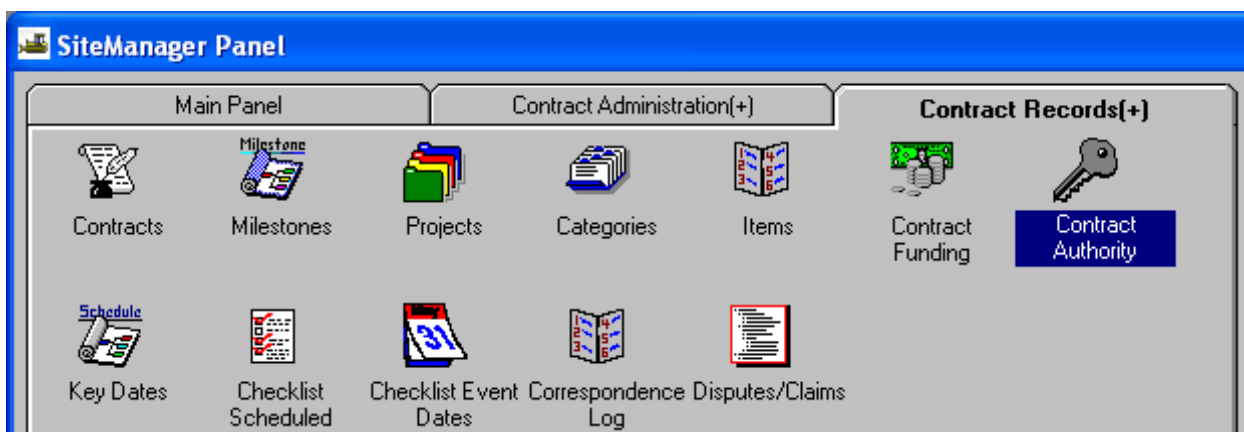
The Contract Authority panel displays the users, office levels, and user group assignments.



“Double-click” on the **Contract Administration** icon located on the Main Panel.



“Double-click” on **Contract Records (+)**.



“Double-click” on **Contract Authority**.

**Contract Authority**

**User Identification**

User ID	User Name	CO	DO	AE	Active
d90hfly	Fly, Hyrum D.	No	660		<input checked="" type="checkbox"/>
d90hston	Stone, Huiley	No	660		<input checked="" type="checkbox"/>
d90igree	Greene, Jade	No	660		<input checked="" type="checkbox"/>
d90lques	Quest, John	No	630		<input checked="" type="checkbox"/>
d90lexce	Excel, Lynn	No	610		<input checked="" type="checkbox"/>
d90mfund	Funds, Mona	No	610		<input checked="" type="checkbox"/>
d90mgrea	Great, Magnus D.	No	650		<input checked="" type="checkbox"/>
d90mscen	Scense, Mac	No	620		<input checked="" type="checkbox"/>
d90pes	Project Engineer/Supervisor	Yes			<input checked="" type="checkbox"/>

**Contract Authority Assignment**

Group Description	Office-wide Access	Contract Id	Contract Description	Authority Start Date	Authority End Dt
District Construction Technician	<input type="checkbox"/>	R -90001	INTERSECTION IMPROVEMENT AND TRAFFIC	10/12/2006 14:24	
District Construction Technician	<input type="checkbox"/>	R -90006	INTERSECTION IMPROVEMENT AND TRAFFIC	10/16/2006 07:53	
District Construction Technician	<input type="checkbox"/>	R -90007	INTERSECTION IMPROVEMENT AND TRAFFIC	10/16/2006 07:53	

The **Contract Authority** window appears. “Click” on the appropriate **User ID** or **User Name** of the person.

The contract and user group assigned to the person selected appears in the bottom panel.

**Group Description:** The **Group Description** contains all the current user's active group assignments.

**Office-wide Access:** The **Office-wide Access** checkbox indicates whether the user has access to all of the Contracts within a set area.

**Contract ID:** The **Contract ID** indicates the particular contract the user has access to.

**Contract Description:** **Contract Description** is the description of the contract, when a user is assigned rights. It is automatically populated.

**Contract Description:** **Contract Description** is the description of the contract, when a user is assigned rights. It is automatically populated.

**Authority Start Date:** The **Authority Start Date** is the date when a user is assigned rights. It is automatically populated.

**Authority End Date:** The **Authority End Date** is the date when a user is removed from a contract it is automatically populated.

**AASHTO SiteManager**

File Services Window Help


**Contract Authority** Close

**User Identification**

User ID	User Name	CO	DO	AE	Active
lxscsout	Souther, Chuckie	Yes			<input type="checkbox"/>
ss	Special Sampler, Server	Yes			<input checked="" type="checkbox"/>
sss	Special Sampler, Standalone	Yes			<input checked="" type="checkbox"/>
mrhspra	Spray, Harold	Yes			<input type="checkbox"/>
d90hston	Stone, Hurley	No	660		<input checked="" type="checkbox"/>
sysadmin	Sys Admin Backup	Yes			<input checked="" type="checkbox"/>
mrttayl	Taylor, Tiffany	Yes			<input type="checkbox"/>
test4dea	test4dea	Yes			<input checked="" type="checkbox"/>
d90test	Tester, Testy	No	620		<input checked="" type="checkbox"/>

**Contract Authority Assignment**

Group Description	Office-wide Access	Contract Id	Contract Description	Authority Start Date	Authority End Dt
District Construction Technician	<input type="checkbox"/>	R -90001	INTERSECTION IMPROVEMENT AND TRAFFIC	10/12/2006 14:24	
District Construction Technician	<input type="checkbox"/>	R -90006	INTERSECTION IMPROVEMENT AND TRAFFIC	10/16/2006 07:53	
District Construction Technician	<input type="checkbox"/>	R -90007	INTERSECTION IMPROVEMENT AND TRAFFIC	10/16/2006 07:53	
District Construction Technician	<input type="checkbox"/>	R -90004	INTERSECTION IMPROVEMENT AND TRAFFIC	8/22/2006 07:34	
District Construction Technician	<input type="checkbox"/>	R -90003	INTERSECTION IMPROVEMENT AND TRAFFIC	10/12/2006 14:27	10/12/2006 14:28

“Click the **Close**  button located on the toolbar to exit the window.

## Assigning Contract Authority to a User

### Exercise A-7-1-T

#### Group Exercise

View and assign Contract Authority to User

Log into SiteManager as update  
Password pass

Navigate from the **Main Panel**:

“Double-click” on **Contract Administration**

“Double-click” on **Contract Records (+)**.

“Double-click” on **Contract Authority**.

“Click” on the appropriate **User ID** or **User Name**: “Hank R. Chief” or “d90hchie”

“Click” on the bottom panel

“Click” on the **New** button on the toolbar.

“Click” on the appropriate **Group Description** for the user: District Construction Technician

Right –click on the **contract ID** window.

“Click” on Search

“Double-click” on the appropriate **Contract ID**: R90002

“Click” the **Close** button on the toolbar.

### Removing Contract Authority from a User

Navigate from the **Main Panel**:

“Double-click” on **Contract Records (+)**.

“Double-click” on **Contract Authority**.

“Click” on the appropriate **User ID** or **User Name**: “Hank R. Chief” or “d90hchie”

“Click” on the appropriate **Contract ID**: R90006

“Click” on **Services** on the Menu bar.

“Click” on **End Contract Authority** in the Dropdown Menu.

“Click” the **Close** button on the toolbar.